

**Assistant Director of Development
For the LMU College of Dental Medicine
And Health Sciences**

Reports to: VP for UA

Department: Development

Classification: Administrative

**Division: University Advancement
Dotted line to Dean, College of Dental Medicine**

Date: July 1, 2021

Job Summary: The Assistant Director of Development for the College of Dental Medicine and Health Science will work in the identification, cultivation, and solicitation of dental major gifts more than \$25,000 and the stewarding of such gifts.

Duties and Responsibilities: *Promote the mission of Lincoln Memorial University-College of Dental Medicine to all faculty, staff, students and to the alumni and friends community at large, especially in the Knoxville region; *promote effective working relationships among corporation and foundation partners and grants, parents, faculty, staff and students; *develop a dental major gift prospect list and oversee the tracking of those prospects for major gift solicitations and stewardship making 125 personal calls each fiscal year; *assist the vice president for university advancement and College of Dental Medicine Dean in planning, coordination, cultivation and management of prospects; *assist with the Appalachian Miles for Smiles activities; *assist in all functions to ensure the success of the University Homecoming activities; *support the management of dental outreach activities that will bring partners to participate in fundraising activities; *serve on University committees; *complete required institutional and program accreditation reports and other reports necessary for the operation and advancement of the University; and *perform other duties as assigned.

Knowledge, Skills, and Abilities: *Good computer skills; *good communications skills; *familiarity with University policies and programs; *knowledge to discuss and execute major gifts; *initiative, leadership, creative energy, excellent organizational and interpersonal skills; strong oral and written communication skills; and the ability to work nights, weekends and travel extensively.

Qualifications: Required: *Master's degree; and *at least 5 years' experience in a fundraising field related to dental or transferable skills/knowledge in a related field.

March 17, 2021